

VRIS UPDATE

ATP Referral Form Effective 7/11/2011 Number 315

SUMMARY OF UPDATES

The ATP Referral Form has been revised.

VRIS POSTING

The revised [ATP Referral Form](#) can be found on VRIS - Forms & Marketing - Case Service Forms - Referral Forms.

FORMS REVISED

The Educational and Employment Start Dates have been removed from the Priority Case Section of the Referral Form. They now appear as an informational item above the Reason for Referral Section of the Form. This is information the VR ATP Technology Specialists want but they were removed from the Priority Case Section of the Referral Form to avoid confusion. An immediate educational or employment start date does not denote the case is a priority case. If the case is a priority case the "Other" box should be checked and an explanation given as to why it is priority.

TEAM COMMUNICATION

Office Directors should review this change with their Team at their next Team Meeting.

It has been reported that some staff are having difficulty in entering data on the Form and/or saving the Form. Office Directors should inform staff that if they are experiencing these issues they should contact Tibor or Laura so they can correct the problem.

LEADERSHIP CONTACT

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